

Nichelle M. Hayes

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3928 Basque Court Indianapolis, Indiana 46228 - H (317) 439-4370

Experience

05/07 - Present New Mission Baptist Church Library Indianapolis, IN

Librarian

- Collection Development and Management.
- Promotion of library materials to church members.
- Educational historical and religious displays.

10/08 - Present Challenge Foundation Academy Indianapolis, IN

Intervention Educator

- Instruct students in reading and math who are below grade level.
- Maintain a safe environment for all students.
- Adhere to all local, state and federal educational guidelines.
- Coordinate and administer a specialized reading program for at risk learners.

02/06 – 4/07 National Council on Educating Black Children Indianapolis, IN

Communications Liaison

- Coordinated state, regional and national communication plan for annual conference.
- Created press releases for distribution to various media outlets.
- Assisted National office with membership renewal.
- Integral in reestablishing multiple regions within the organization.

06/05 – 09/05 Adecco (IPL) Indianapolis, IN

Human Resources Administrator (Recruiter)

- Coordinated hiring process, recruitment to new employee indoctrination.
- Reviewed background data, made hiring recommendations to selecting officials.
- Advised and guided selecting officials through the hiring process.

Education

Projected Graduation 2011	Master of Library Science	Indiana University	Indianapolis, IN
March 1998	MPA, Public Personnel Management	Valdosta State University	Valdosta, GA
June 1995	B.S., Human Resource Management	Valdosta State University	Valdosta, GA